

MINOR PLAT CHECKLIST

Minor Plat Name _____

Fax:	# of pages:
To:	From:
Co:	Cedar Falls Engineering
Dept:	(319) 268-5161
Fax:	Fax: (319) 268-5197

Reviewer	Date	Date	Final

Reviewers' Notes: _____

City of Cedar Falls Code of Ordinances Chapter 24, Section 24-16, 24-17, 24-18 & 24-19
 State of Iowa Code Chapters 193c, 354 & 355 (Plats of Survey)

Information to be shown on Plat

- Sheet size not smaller than 8½"x11" (355.7.2)
- "Plat of Survey" in title (354.4.1)
- "Minor Subdivision Plat" in title (24-18)
- Subdivision name and address (24-18d.7)
- Key map showing general location in relation to surrounding development and in relation to City boundaries (24-18c)
- Date of survey stated (193c-11.5(4), 355.7.14, 24-18e.7)
- Surveyor's signed certification, dated & sealed (355.7.15)
- Person for whom the survey was performed (193c-11.5(4))
- Names of proprietors (owners) (354.4.1b)
- Show all contiguous holdings of the Owner(s) (24-18a)
- Lengths & bearings or angles (±01' of arc, 0.1' distance) of boundaries of parcel surveyed (193c-11.5(2), 355.7.6)
- Record bearings & distances shown (355.7.6)
- Indicate portion to be subdivided and how to be subdivided (24-18a)
- Bar scale on each sheet (193c-11.5(1), 355.7.3) (1"=100' or larger) (24-17)
- North arrow on each sheet (24-18e.7 & 355.7.4)
- Legal description of each parcel (24-18d.7, 354.4.1c & 355.7.14)
- Show & identify public streets & subdivisions within 200' of the boundaries of the plat (24-18b)

MINOR PLAT CHECKLIST

- Show record owners of property within 200' of the boundaries of the plat & include list of owner names & addresses (24-18b)
- Current zoning classification of subject property (24-18d)
- Current zoning classification of abutting property (24-18d)
- Required building setbacks on each proposed lot (24-18d)
- Total area of each parcel (± 0.01 acre or ± 200 sq. ft.) (354.4.1d)
- Total area of any portion of each parcel lying within a public right-of-way (± 0.01 acre or ± 200 sq. ft.) (354.4.1e)

Show on plat with dimensions/sizes and/or directions:

<u>Existing</u>	<u>Proposed</u>	
N/A	<input type="checkbox"/>	Minor plat exterior boundaries (1)
<input type="checkbox"/>	<input type="checkbox"/>	Property (lot) lines (1 & 2)
<input type="checkbox"/>	N/A	Lot & Block numbers (6)
N/A	<input type="checkbox"/>	Parcel letters approved by auditor (6) (354.4.1a)
<input type="checkbox"/>	<input type="checkbox"/>	Streets, highways, & pedestrian ways w/ width (1, 2 & 3)
N/A	<input type="checkbox"/>	Drives (1)
<input type="checkbox"/>	<input type="checkbox"/>	Easements (1 & 2)
<input type="checkbox"/>	N/A	Buildings (2)
<input type="checkbox"/>	N/A	Drainage ways (2)
<input type="checkbox"/>	N/A	Tree masses (2)
<input type="checkbox"/>	N/A	Soil types (2)
<input type="checkbox"/>	<input type="checkbox"/>	Sanitary sewers (4)
<input type="checkbox"/>	<input type="checkbox"/>	Storm sewers (4)
<input type="checkbox"/>	<input type="checkbox"/>	Other drainage systems (culverts, etc.) (4)
<input type="checkbox"/>	<input type="checkbox"/>	Gas (4)
<input type="checkbox"/>	<input type="checkbox"/>	Water (4)
<input type="checkbox"/>	<input type="checkbox"/>	Cables (electric, communication, TV, etc.) (4)
<input type="checkbox"/>	<input type="checkbox"/>	Other underground utilities (4)
<input type="checkbox"/>	<input type="checkbox"/>	Public & private parks & open spaces (5)

Show & identify all monuments necessary for location of property and whether found or set (193c-11.5(3), 355.7.7 & 355.7.8)

- If PLSS corners control description, clearly identify controlling corners with description of monumentation found or set. (355.7.8)
- Monuments set at each corner or angle point of each lot, block or parcel surveyed (355.6.2a)
- Monuments set at each point of intersection of Minor Plat boundary with existing or created right-of-way lines of all streets, railroads or other ways. (355.6.2b)
- Monuments set at each point of curve, tangency, reversed curve or compounded curve on each right-of-way line established. (355.6.2c)

MINOR PLAT CHECKLIST

- Distance from at least two monumented PLSS corners or two corners of a recorded subdivision (24-18d.8 & 355.7.5)
- 2 foot contours and elevations (24-18e.11)
- Location & dimensions of any wetlands w/ provisions for disposition (24-18d.9)
- Floodplain / Floodway areas (no proposed lot to encroach) (24-18d.10)
- Radius, central angle & length of curve shown for all property line curves (355.7.11)
- Irregular boundaries shown using offsets from a meander line or an offset line (355.7.13)
- Unadjusted error of closure not less than 1:5000 for any individual parcel. (355.7.12)

Attachments to include:

- Affidavit of Ownership including dates of acquisition (24-18a)
- Soils map analysis describing soil types and characteristics (24-18e.11)
- Environmental report (if 3 acres or more) (24-18e.12)
- Description of effect on each utility's capacity and service level (24-18e.4)
- At least two monuments shown as found or set provided surveyor's statement indicates additional monuments shall be placed before a specified date or one year from recordation date (355.6.4)
- One reproducible full-sized copy on either mylar or paper (24-19d)
- AutoCAD compatible electronic copy. (To maintain visual compatibility, please include definition shape files for any text style used which is not included in a standard AutoCAD installation.) (24-19d)